

**MANSFIELD PUBLIC LIBRARY
ADVISORY BOARD MEETING**

MINUTES

Tuesday, June 12, 2012

Present: S. Clark (presiding), C. Rees, D. Truman, T. Long, E. Bar-Shalom, B. Katz, L. McDonough (ex officio)

Absent: H. Hand, J. Greene, E. Chibeu

- I. Call To Order: The meeting was called to order at 7:03 PM.
- II. Opportunity for Public Comment: There were no public comments.
- III. Communications: None.
- IV. Approval of Minutes for March 13, 2012:
 - a. D. Truman moved to approve, seconded by E. Bar-Shalom and B. Katz.
Approved unanimously.
- V. Librarian's Report:

Ms. McDonough reported that:

 - The Quarterly Report has been finalized and sent out
 - many technological upgrades are being facilitated (with the input and facilitation from and of the town IT department). These upgrades include: expanded band-width, new computers (primarily laptop and tablets), upcoming "tech savvy" workshops (being planned for the public in the Fall), an electronically accessible tech library support desk, wireless hot spot (internet access can now be obtained in the library as well as on the grounds outside), new library web site, Facebook, and Twitter accounts are being facilitated, and the like.
 - expanded P.R. and outreach efforts include a mixed-media approach – traditional and new – (i.e. announcements in **The Chronicle**, a more thorough blog, etc.)
 - Summer reading programs are ready to go
 - the budget is all set
 - revised circulation policies are just about ready (including some policies putting us in synch with our consortium – i.e. – 2 weeks for new materials (with a possible one week renewal; 6 months during which only Mansfield residents can reserve new materials (can put a hold on them) and the like
 - reQuest on-line (which can obtain materials both in and out of state is proving efficient and useful.
- VI. Parliamentary Procedure:
 - a. S. Clark will send information about rationale for parliamentary procedure (or more informal processes based on its philosophies) to members for their private perusal and contemplation at home – thoughts and opinions can then

be gotten back as privately or publically as each member feels comfortable with (by phone or letter to her, or email to L. McDonough, state at our next meeting, or any combination of these – if phoned, mailed, or emailed; each can request that their insights be communicated anonymously, or not, as each feels comfortable with).

- VII. Old Business: Further information about the Amazon donation program will be sought and presented/discussed at a future meeting (is seguing as a topic from the last meeting).

T. Long asked for clarification of the item in the Quarterly Report about some decline in programs – L. McDonough explained that this was due to a shortage of staff for a spell - then, time to train and orient new staff.

- VIII. Adjournment: The meeting was adjourned at 7:37.

Respectfully submitted,

Sheila Quinn Clark

approved 9/11/2012